



City Administrator
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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: April 29, 2022

City Administrator Highlights

- Participated in the New Employee Orientation session to meet the new Employees.
- Along with the Mayor, met with our new Council members for an initial Orientation Session and held our first Council Orientation session for recent Council members to meet the Department Heads.
- Participated in interviews for the new Director for the Waukesha County Center for Growth
- Held a session of the City Employee Leadership Program which goes through June 8. There are 11 participants in the program from across the City Departments.
- Participated in the Fire Department mediation
- Participated in the monthly Development and Finance Meeting
- Held a meeting to discuss the possible addition of more holiday lights Downtown
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Ron Grall.

Monthly meetings with Council Members

Kevin and the Mayor work to meet monthly with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson.

Save the Date:

Mayor's Celebrate Waukesha Breakfasts:

This year's Celebrate Waukesha breakfasts are scheduled for the following dates. The breakfasts will take place at Tuscan Hall from 7:30am-9am. Invitations were emailed for the May 3rd event. Please let Rebecca Pederson know if you can attend.

- May 3, 2022
- August 2, 2022
- December 6, 2022

Department Highlights

Assessor

- Annual assessment notices were sent on Friday, April 29 to approximately 697 properties

- Open Book for residents to discuss their assessment with the Assessor's office is held from May 2- May 13.

Clerk/Treasurer

- Working on licensing.
- There are two more elections this year:
 - August 9
 - November 8

Community Development

- Planning for Riverside Rhythms Downtown this summer
<https://www.downtownwaukesha.com/riversiderhythms/>

Finance

- The Department is working on the annual audit.
- Denise Vandebush-Kohlmann is serving as the interim Finance Director

Human Resources

- Teladoc services are now available to all employees as added benefit.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

Library

- Held an open house and ribbon cutting on Saturday, April 9. Everyone is encouraged to check out the new spaces at the Library.
- The summer reading program kicks-off the beginning of June.

Parks/Recreation and Forestry

- The Summer Activity Guide is out: <https://www.waukesha-wi.gov/government/departments/activity-guide.php>
- The pools open for the season on Friday, June 10. Pool passes are on sale now.
- The Department is looking for a number of seasonal employees including lifeguards, concessions, maintenance and more: <https://www.governmentjobs.com/careers/waukesha>
- There are a number of volunteer opportunities available for upcoming events: https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php

Police Department

- The Police Department Building (1901 Delafield St.) is closed to the public while the building is undergoing renovations. You can read more about the project here: <https://www.waukesha-wi.gov/government/departments/police-department-addition-renovation.php>

Public Works

ENGINEERING DIVISION

You can read updates on the following projects:

- [St. Paul Ave and North Street 2-way Conversion Project:](#)
- [Police Department Remodel and Addition](#)
- [Library Renovation & Cutler Park Bathrooms](#)
- [Arcadian Ave and Linden St. Utility & Street Improvements](#)

CLEAN WATER PLANT:

- Preparing DNR monthly Discharge Monitoring Report for April.
- Return flow pipe construction nearing completion on Sentry Dr.
- Working on fine tuning aeration feed with new air line.
- Adjusting for new lower phosphorus limit.
- Continue punch list inspections with field engineer for completed work to date.
- Contractor continues working on punch list items for tertiary treatment.
- UV disinfection system on for the season.
- Continue Inflow and Infiltration monitoring with Aquapriori model.
- Deployed rain gauges around city for the season.
- Pebble Valley pump station upgrade nearly complete.
- Power outage April 18th affected CWP and five lift stations, staff responded with no incidents.
- Ready for spring bio-solids land application.
- Confined space classroom training held for staff.
- Anticipate filling one open operator position.

TRANSIT:

- Due to supply chain issues with components of the new system, Milwaukee County is delaying the start of the BRT line to Spring 2023. This would delay the start of the requested extension of Route 1 to the Regional Medical Center in Wauwatosa until Spring 2023. A draft agreement for the extension in Milwaukee County was approved by the Transit Commission and is on the Council consent agenda for May 3rd.
- Transit staff is evaluating the offer from Milwaukee County to join their new Fare Payment System UMO and WisGo app. Internal discussions are underway and additional discussions with Milwaukee County and the vendor will occur this Spring. Much more information will be shared on the evaluation of UMO in the near future.
- Proposed plans to Bus Bay re-assignments at the Transit Center and minor routing adjustments related to the completion of the North St two way project are complete was approved by the Transit Commission and is on the Council consent agenda for May 3rd
- SEWRPC is working to complete of 2023-2027 Transit Development Plan. A final Advisory Committee meeting and public outreach will be conducted prior to the plan being brought forth for consideration. The target is to have the plan completed and approved this Summer.
- An application for the 2022 WisDOT competitive STP funds for two buses was submitted but no funding was awarded. Will be submitting applications for future buses through CMAQ and another round of STP funding.
- Preparing for 2022 FTA grant funding application which will likely be submitted in early June.
- 2022 capital projects-The replacement SUV for administration is on order set for delivery in the very near future, mobile lifts are on order and is forecasted for delivery in August, the bus on order has gone into production at Gillig with delivery in late May, low bid for replacement bus engines was approved by the Transit Commission and is on the Council consent agenda for May 3rd.
- Transit staff is in the process of greatly reducing paper files and creating new work flows to digitize a greater number of documents.